

## Facilities

1. Beach Road Park
2. Beaver Trail Park
3. Boulan Park
4. Brinston Park
5. Flynn Park
6. Firefighters Park
7. Huber Park/TFAC
8. Jaycee Park
9. North Glen Park
10. Raintree Park
11. Redwood Park
12. Robinwood Park
13. Schroeder Park
14. Sylvan Glen Park
- 15-25. Undeveloped Parks
26. Troy Community Center
27. DPW/Parks Dept
28. Lloyd A. Stage Nature Center
29. Sylvan Glen Golf Course
30. Sanctuary Lake Golf Course
31. Troy Museum

## Schools

- A. Athens High School
- B. Baker Middle School
- C. Barnard Elementary
- D. Bemis Elementary
- E. Boulan Middle School
- F. Costello Elementary
- G. Hamilton Elementary
- H. Hill Elementary
- I. Larson Middle School
- J. Leonard Elementary
- K. Martell Elementary
- L. Morse Elementary
- M. Pembroke Elementary
- N. Schroeder Elementary
- O. Smith Middle School
- P. Susick Elementary
- Q. Troy High School
- R. Troy Union Elementary
- S. Wass Elementary
- T. Wattles Elementary
- U. Woodland Elementary



Shop this Holiday Season at:



Cattail Cove Nature Shop is located inside the Lloyd A. Stage Nature Center. More details about this store by calling 248.524.3567.



Creative Endeavors is located inside the Troy Community Center. More details about this store on page 60.

◆ City of Troy Fire Stations 1-6

### Editorial Policy

Although the Troy Parks and Recreation Department goes to great lengths to ensure that all information in this magazine is accurate, errors occasionally occur and last-minute changes in programs, classes or activities – such as dates, time and locations may be necessary. We apologize for any inconvenience and thank you for your patience and understanding.

### Lost and Found

Items lost or found at one of our programs are kept at that location. Items found at the Community Center, Aquatic Center, Nature Center or Golf Courses remain at these sites. Items found at a school are stored at the Community Center, but check with the staff at the site where you lost the item first. The items are kept a maximum of 30 days and then given to a charitable organization.

### Americans with Disabilities Act

Persons with disabilities are welcome to participate at parks and in our programs. Program modifications and reasonable accommodations will be made. Please let us know in advance if you need special accommodations. Contact Carla Vaughan, ADA Coordinator.

### Confirmations are e-mailed

Add us to your address book: [parksandreconline@troymi.gov](mailto:parksandreconline@troymi.gov) in order to receive your receipt. This will avoid it from going to your spam mail. Be sure your household e-mail is up to date and we will e-mail a confirmation to you as soon as your registration has been processed. This will take three to five days after we begin processing registrations. To update your household information contact the Parks and Recreation office prior to registration day.

### Photo Policy

Photographers commonly take pictures of recreation department activities, which are subsequently used in fliers, promotional materials, on our website, in Troy Today and by sponsors. If you prefer not to be included in such photos, please let the photographer know before he/she begins taking the pictures.

### Court/Diamond Reservations

City of Troy residents, 18 years and older, can reserve tennis courts, pickleball courts, ball diamonds and sand volleyball courts on a first-come, first-serve basis beginning May 1. One court or diamond reservation per person, per day only one week in advance of permit date. Phone reservations are not accepted. The number of courts and/or fields available may vary depending on department program usage. Troy residents who reserve a picnic shelter may also reserve a court or ball diamond.

### Sponsorship Opportunities

You can partner with the Parks and Recreation Department on one of the many programs and events offered in our community. Your participation in supporting an event will provide you with marketing exposure to the hundreds and even thousands of program participants. To learn more about how you can get involved contact us at 248.524.3484.

### Tree Donor Program

The *Re-Greening of Troy* is a tree donation program to replace trees that are being removed because of the Emerald Ash Borer disease or to replace a previously existing tree. A tree sponsor can be an individual, organization, business or school group that is willing to purchase a tree. A Tree Sponsor Form can be obtained online at: [www.troymi.gov/parksrec/trees](http://www.troymi.gov/parksrec/trees)

### Parks and Recreation Board

The Parks and Recreation Advisory Board is appointed by the City Council to make recommendations regarding recreation programs and park and facility development for the City of Troy. The Board meets most months on the third Thursday at 7 pm at the Troy Community Center. Meetings are open to the public. Call 248.524.3484 for a current meeting schedule.

### The Park Board Chairman can be reached at:

Tom Krent  
3184 Alpine, 48084  
248.649.4948

### Employment and Volunteer Opportunities

Each season the Parks and Recreation Department is in search of recreation leaders and instructors with special skills and interests. We offer part-time employment and volunteer opportunities in many areas. Volunteers must be at least 14 years old. Applications are available at the Community Center or online. A complete list of jobs are at: [www.troymi.gov](http://www.troymi.gov) To volunteer to coach, go to: <http://www.troymi.gov/ParksRec/Sports/VolunteerCoaches/>

### Gift Cards Available!

The perfect gift for that “hard to buy for” person in your family or special friend. Gift cards are good toward the purchase of a Community Center membership, a fitness class, a personal trainer, Nature Center classes and more. Golf gift cards are only redeemable at Sanctuary Lake and Sylvan Glen Golf Course. Stop by the Parks and Recreation desk or golf course and purchase a gift card today!

### Scholarships

The Troy Parks and Recreation Department feels that no child in Troy should be excluded from a program because of inability to pay a fee. Confidential application may be made to the Superintendent of Recreation, and if a hardship exists, the applicant may be granted a full scholarship, reduction in fee or payment plan. Please call Stuart Alderman for scholarship information. Please note: We are not able to waive fees for some programs and special facilities.



### Get Some “Face” Time

Become a fan of Troy Parks and Recreation on facebook. Keep up to date with the latest events and happenings. Easy to connect, sign up at [facebook.com](http://facebook.com). Type in Troy Parks and Recreation in the search box and “become a fan.”

### Contact Us

Phone: 248.524.3484

Online: [www.troymi.gov/parksandreconline](http://www.troymi.gov/parksandreconline)

In Person: 3179 Livernois Rd, Troy



# Registration Form

**RESIDENT .... Begins Dec 1 @ 8 am**

**NON-RESIDENT .... Begins Dec 8 @ 8 am**

**ONLINE .....[www.troymi.gov/parksandreconline](http://www.troymi.gov/parksandreconline).....FASTEST**

**DROP-OFF .....see registration info for locations.....FAST**

**MAIL-IN.....Troy Parks and Recreation, ATTN: Registration.....Slow**  
3179 Livernois, Troy, MI 48083 (if received by 11/30/09)

**WALK-IN .....see registration info for locations..... Slowest**

Registration continues until courses are filled or closed unless otherwise noted

**Household/Primary Adult Contact:**

☐ Passholder

☐ New Address (new address in the last six months)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street (no P.O. boxes): \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ **\*E-mail Address:** \_\_\_\_\_

(*\*By providing an e-mail address, I agree to allow the TPR to use it to send my receipt and to contact me about my program and other departmental programs and events. I understand that this information is not shared with outside entities.*)

**For Youth Leagues ONLY:** Please indicate the school your child attends by circling the appropriate letter.

A. Barnard

E. Hill

I. Schroeder

M. Wattles

Q. Boulan

U. Troy High

B. Bemis

F. Leonard

J. Susick

N. Avondale Schools

R. Larson

W. Private

C. Costello

G. Martell

K. Troy Union

O. Bhm/Blmfd Schools

S. Smith

School

D. Hamilton

H. Morse

L. Wass

P. Baker

T. Athens High

Participant Last Name	First Name	Birthdate	M/F	Grade	Class Title	Activity #	Section Letter	Alternate Activity #	Alternate Section Letter	Fee

**Roster Notes:** \_\_\_\_\_ **Total Fees** \$ \_\_\_\_\_

I hereby voluntarily release and hold harmless the City of Troy, City of Troy Contractors/Independent Contractors and the Troy School District from all liability for all types of damages or injuries, whether foreseeable or not, sustained by myself, my child and other family members while participating, watching and traveling to or from this activity. I/we also hereby authorize the City to reproduce, copy, exhibit, publish, broadcast or distribute my image or my child's image in any and all videotapes and photographs taken while participating, watching and traveling to or from the activity for promotional purposes.

**Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Payment (DO NOT SEND CASH) : ☐ Check (Payable to City of Troy) ☐ Mastercard ☐ VISA

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

(Please print as it appears on card)

## Special/Refund Information

248.524.3484

RESIDENT....Begins Dec 1 @ 8 am NON-RESIDENT....Begins Dec 8 @ 8 am

ON-LINE .....[www.troymi.gov/parksandreonline](http://www.troymi.gov/parksandreonline)..... FASTEST

DROP-OFF..... see info below for locations ..... FAST

MAIL-IN..... Troy Parks and Recreation, Attn: Registration ...Slow  
3179 Livernois, Troy, MI 48083 (if received by 11/30/09)

WALK-IN ..... see info below for locations ..... Slowest

Registration continues until courses are filled or closed unless otherwise noted.

### RESIDENT REGISTRATION

#### Mail-in Registration: (forms accepted Nov 16/entered Dec 1)

Mail-in registration forms received through Nov 30 will be processed randomly beginning Dec 1 with that day's mail. This process could take 3-5 business days. Limit 2 households per envelope - each on their own form.

#### Drop-off Registration: (forms accepted Nov 16/entered Dec 1)

Registrations dropped off through Nov 30 will be processed randomly with the mail beginning Dec 1. This process could take 3-5 business days. Payment must be included with your registration form. (Check or charge card # - no cash please.) Limit 2 households per envelope - each on their own form.

#### Walk-in Registration: (Begins Dec 8)

In-person registration for residents and non-residents begins Dec 8 at the Troy Community Center during regular business hours. You may register yourself and one other household.

Facility	Phone #	Days/Hours
Troy Parks and Recreation 3179 Livernois	248.524.3484	M-F ..... 8 am-9 pm Sat ..... 8 am-1 pm
Lloyd A. Stage Nature Center 6685 Coolidge Highway	248.524.3567	M ..... closed Tu-Sat ...8:30 am-4:30 pm Sun.....12 noon-5 pm

#### Online Registration: [www.troymi.gov/parksandreonline](http://www.troymi.gov/parksandreonline)

Register online for most activities unless description indicates mail-in only with an envelope next to class description. You will need your household ID number. Your number can be found in the left top corner of a receipt or by calling 248.524.3484.

**E-mail Confirmation:** We will e-mail a confirmation to you as soon as your registration has been processed. No phone calls, please. If your first choice and alternates are filled, your check will be returned. If paying by check and some of your classes are full, your balance will be refunded by check which will take three to four weeks to process.

### NON-RESIDENT REGISTRATION

#### Non-Resident Registration: (Begins Dec 8)

Non-residents may register online or in person for programs (excluding youth leagues) beginning Dec 8.

**Payment:** Payment for classes will be accepted in the form of check made payable to: City of Troy or by Master Card or Visa. Cash is accepted only when registering in person. Past due recreation fees for the household must be paid in full in order to register for additional Parks and Recreation programs.

**Non-Sufficient Funds Fee:** There is a \$25 fee for all check, charge and debit transactions returned for non-payment.

**No Fax or Phone Registrations:** Unless specified in the individual course description.

**Falsification of Information:** Participants falsifying information will be dismissed from the program and no refund granted.

### Refunds/Transfers

The following refund policy applies to all programs unless otherwise noted (tennis, trips, special events, and swim lessons):

- Refunds are given in the form of a check.
- A refund or transfer must be requested before the first class of programs that meet five times or less.
- Refunds and transfers must be requested before the second class for all other classes.
- Transfers requested after the first class will be prorated and patron pays the difference of the new class.
- Refunds are issued to the head of household of the person registered for the class.
- A \$10 service fee will be withheld on all patron requested refunds. Refunds are prorated if requested after the first class.
- Refunds take three to four weeks to process.
- No refunds will be issued if the amount due after the service fee and prorated fee is less than \$5.
- Only one \$10 service fee per household will be charged when making multiple refund requests at the same time.
- Restrictions may apply for some programs.

### Program Cancellations

Programs will be cancelled three days prior to the start date if enrollment is insufficient, unless otherwise noted. You will be contacted by phone and receive a full refund by mail. Register early!

### Late Fee Policy for Picking up Children from programs/classes

When a program or activity concludes, parents/guardians are responsible to pick up their children at the program. If a child is not picked up after the program concludes, the following late policy will be in effect:

- \$10 for up to every 15 minutes late in picking up a child.
- The parents will be called after the first 15 minutes; if they are unavailable, the emergency contacts will then be called.
- After 40 minutes, the program Supervisor will be contacted; followed by the Troy Police Department who will pick up the child.

Any late fees must be paid in full by check prior to the next day of the program/activity. If the program/activity has concluded, the balance will be due within 10 days. We reserve the right to dismiss any child from the program, without a refund, due to excessive early drop-offs and/or late pick-ups.